Logging Into the CEDARS Reporting System

To log into the CEDARS Reporting System, you must first register for access to the system. For information on how to register, please visit the *Account Registration* page located on the NC Public Schools website: http://www.ncpublicschools.org/cedars/reporting/registration/.

You must also have a valid NCID to log into the CEDARS Reporting System. For more information on NCID, please visit: http://www.ncpublicschools.org/ncid/

Logging In

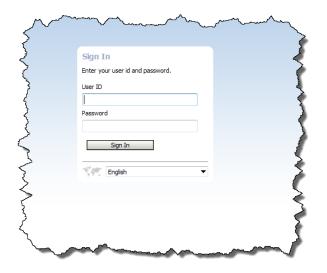> **Navigation:** https://cedars.ncpublicschools.gov/analytics/

1. Type your NCID user name and password into the `User ID` and `Password` fields.

    Note: Passwords are case-sensitive.
    If unable to log in using NCID, verify the password does not contain the character '&' (ampersand). The ampersand '&' is a special character that NCID allows but the CEDARS Reporting system will not allow. Please replace this character with something else.
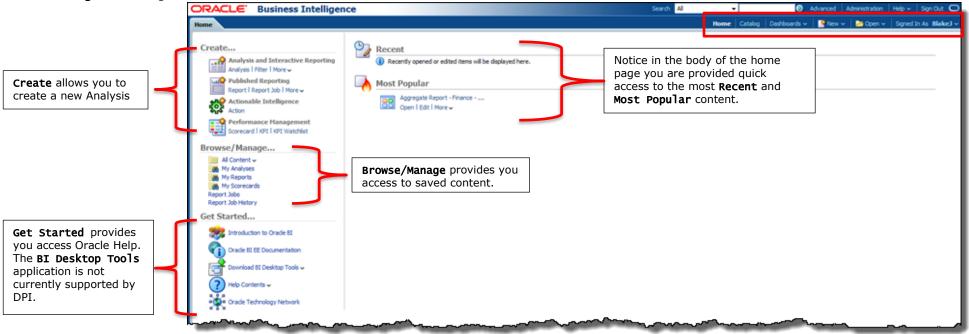
2. Click `Sign In`.

    The OBIEE home page opens.

About the Home Page

Use this section to become familiar with the navigation options in the CEDARS Reporting System. Notice that most features at the top of the page are repeated in the left side banner.

- **Home** – Link to the main screen
- **Catalog** – Provides a listing of all of the saved content to which the user has access
- **Dashboards** – Contains links to available dashboard content, consisting of one or more pages of pre-defined content, such as analyses, links to Web sites, and so on
- **New** – Allows the user to create a new Analysis. Analyses are queries against data that provide answers to business questions. Analyses allow the user to explore and interact with information by visually presenting data in easy-to-understand formats (such as tables and graphs). Interactive Reporting, Published Reporting, and Actionable Intelligence and Marketing are not currently supported by DPI. The users view is specific to their security level.
- **Open** – allows quick access to recently saved analyses
- **Sign Out** – signs user out of current session in OBIEE

Create allows you to create a new Analysis

Notice in the body of the home page you are provided quick access to the most **Recent** and **Most Popular** content.

Browse/Manage provides you access to saved content.

Get Started provides you access Oracle Help. The **BI Desktop Tools** application is not currently supported by DPI.